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Approved For Release 2005/08/03 : CIA-RDP84-00463R000100100027-5

OFFICE OF FINANCE STAFF MEETING MINUTES

10 February 1982

A. Notes Based on DDA Staff Meetings:

1. A multi-media slide presentation was shown that was made by Office of Logistics for the Safety Division of the Office of Security. The presentation included a narrative on safety and health, and it is to be shown to every new employee entering on duty with the Agency.

2. The DDA Office Directors are giving background briefings to the DDA in preparation for the Budget Hearings to begin in late March.

3. An Employee Bulletin is now circulating on the new Code of Conduct for Agency employees.

4. Bruce Johnson reported VM response time was slow, taking steps to improve, hope better next week.

B. Items from Mr. Sherman:

25X1 1. Mr. Sherman reported [] to 25X1
answer questions before HPSCI Staff on proprietaries. Reportedly went
25X1 well, [] to write memo re meeting.

2. Mr. Sherman reported he talked with [] re the addition 25X1
terminals for Compensation Division. Problem with Key Building capacity.

3. Mr. Sherman reported meeting with the contract group doing the
pay study.

C. Around-the-table:

25X1 1. [] reported he attended a meeting with the planning
officers of the DDA. The DDA wants to be able to have packages sitting
on the shelf ready for immediate response to budget needs that are created
by other components in the Agency or requirements levied on the Agency
by outside sources. Reported no real guidance given but told to come up
with suggestions for discussion and by 19 February to come up with figures
re personnel, money, and space. [] reported survey was done 25X1
talking with OF Division and Staff Chiefs and he then presented rough
estimates of personnel increases, etc.

25X1 2. [] reported there was a problem with ETAR yesterday,
world-wide message released, now 90% covered.

25X1 3. [] reported the number of delinquent advance accounts
for the period ending 31 January 1982 increased by 107 cases with a new
total of 473 cases. Also reported the Data Base Management Branch has
completed and successfully tested an enhancement to GAS that permits
daily update of the GAS Allotment Master File beginning 1 February. 25X1

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This permits production and distribution to concerned Budget and Fiscal Offices of a daily listing of deficit balance allotments for allotment code "7" and allotment code "9". Also a special report on the Status of Allotments and Property Authorizations for all funds will be produced during the third week of each month and distributed to the Comptroller, OF/ADL, and the Directorate Budget Officers. The reports will identify deficit balance conditions in time to provide for adjustment and clearance of such items prior to the month-end closing. 25X1



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